

**Town of Fitzwilliam**  
**Zoning Board of Adjustment**  
**Minutes**  
**September 24, 2019**

**Members Present:** Gretchen Wittenborg, Chairman, Dan Sutton, Vice Chairman, Chad Beede and Bob Handy.

**Members Absent:** Susan Massin, Alternate

**Meeting called to order** at 7:00 PM.

**Public Hearing: 7:00 PM or Thereafter. Continuance of the Public Hearing regarding Paul Grasewicz's application for Variance for James and Patricia Wilkinson** to allow relief from the setback(s), at 74 Keene Avenue, Tax Map 23, Lot 21, in the Rural District, and in the Wetlands Protection Overlay District, reference Zoning Ordinance 127-19.F.

It was stated that this is now about Article V, Section 127-36B of the zoning ordinance to permit expansion of a non-conforming dwelling for James and Patricia Wilkinson. **It was agreed to continue the Public Hearing on this appeal to October 8, 2019 at 7:00PM.**

There was some discussion about the necessity of clear communication with other land use boards, since board members frequently are not informed about which boards may have heard a case prior to its coming to the ZBA. Members agreed that a standard case sheet should be created to indicate where cases have been prior to coming before the ZBA.

Mr. Sutton offered to review the Rules of Procedure for the ZBA. Ms. Wittenborg wondered if the "How to apply for a building permit" on the town website was clear. She plans to meet with the Board of Selectmen to discuss several administrative issues.

The Board will continue to review the zoning ordinances for clarity, noting that the Planning Board is in the process of reviewing the ordinances as well, and plan to invite Christine Fillmore, NHMA attorney to review the ordinances. ZBA members suggested a joint meeting with the Planning Board to work on the zoning ordinances.

**Beede moved, Sutton seconded and the Board voted to continue the discussion to the October 8, 2019 meeting.**

Meeting adjourned at 7:45 pm.

**Approved December 10, 2019**